

RIGHT TO INFORMATION ACT,2005

(National Tobacco Control Programme Division)

S.No.	Information	Details
1.	<p>(a) Particular of the Organization</p> <p>(b) Functions and duties</p>	<p>(a) National Tobacco Control Programme Division, Room No. 540 ' A ' wing Nirman Bhawan, New Delhi – 110 108.</p> <p>b) <u>National level</u></p> <p>i. Public awareness/ mass media campaigns for awareness building & for behavioral change.</p> <p>ii. Establishment of tobacco product testing laboratories, to build regulatory capacity, as required under " The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act" COTPA, 2003.</p> <p>iii. Mainstreaming the program components as a part of the health delivery mechanism under the NRHM framework.</p> <p>iv. Mainstream Research & Training – on alternate crops and livelihoods with other nodal Ministries.</p> <p>v. Monitoring crops and Evaluation including surveillance e.g. Adult Tobacco Survey.</p>
2.	The powers & duties of its Officers & Employees	Powers mentioned as per Manual of Office Procedure and DFPR Rules together with GFR guidelines.
3.	The Procedure followed in decision making process including channels of supervision and accountability procedure is followed as per Govt. Rules, regulations and orders in decision making process as per prescribed channel of submission, supervision and accountability.	<p>Procedure followed as per Govt. Rules, regulations and orders in decision making process as per prescribed channels of submission, supervision and accountability. Dte. GHS also offers technical inputs wherever necessary.</p> <p>The channel of submission is Section Officer/ Under Secretary/ director/ Additional Secretary</p> <p>The files are submitted to Director, Joint Secretary, Additional Secretary, Secretary (HFW) and Hon'ble Minister of Health & FW for approval, wherever required.</p>
4.	The norms set by it for the discharge of its functions.	As per norms/ procedure laid down by Government of India.
5.	The rules, regulations, instructions, Manuals and records, held by it or under its control or used by its employees for discharging its functions.	"The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, supply and Distribution) Act,2003" (COTPA) and Rules framed thereunder read with subsequent amendments, orders passed by Hon'ble High Courts and Hon'ble Supreme Court of India and WHO-FCTC obligations to which India is a signatory.

6	A statement of the categories of Documents that are held by it or under its control.	As per the details given at 5 above.
7	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;.	Through representations received from various sections of the Society including Civil Society Organization and inter-departmental consultation.
8	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;	(a) Steering Committee under the Chairmanship of Secretary (HFW) to take suo moto cognizance of violations of Section-5 of the COPTA, 2003 that deals with ban on direct/ indirect advertisement of tobacco products. (b) Inter- Ministerial Task Force under the Chairmanship of Secretary (HFW) to facilitate multi-sectoral coordination of tobacco free initiatives.
9	A directory of its officers and employees	As per Annexure 'A'
10	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Pay scale and pattern of allowances are as per 6 th pay commission norms of Government of India.
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	As per Annexure 'B'
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable
13	Particulars of recipients of concessions, permits or authorizations granted by it.	Not Applicable
14	Details in respect of the information, available to or held by it, reduced in an electronic form.	Gazettes Notifications with regard to COPTA, 2003 and Rules framed thereunder are available at Ministry's Website www.mohfw.nic.in
15	The particulars of facilities available to citizens for obtaining information, including the working; hours of the library or reading room, if maintained for public use.	The information about Tobacco Control Programme is available at Ministry's Website www.mohfw.nic.in
16	The names designations and other particulars of Public Information Officers.	As per Annexure 'C'
17	Such other information as may be prescribed and thereafter update these publications every year	Not Applicable

Annexure A

S.No.	Name & Designation of Officials	Contact Details
1	Sh. Keshav Desiraju, Secretary (HFW), MoHFW	23061863
2	Sh. C. K. Mishra, Additional Secretary (H), MoHFW	23061066
3	Ms. Shakuntala D. Gamlin, Joint Secretary, MoHFW	23061481
4	Sh. Amal Pusp, Director, MoHFW	23063968
5	Sh. R. S. Negi, Under Secretary (TC), MoHFW	23012735
6	Sh. Bharat Bhushan, Section Officer (TC), MoHFW	23063986
7	Sh. Praveen Kr. Sinha, Consultant (Policy), NTCP, MoHFW	23063986
8	Dr. A. V. Rinkoo, Consultant (NC), NTCP, MoHFW	23063986
9	Sh. Ranjit Singh, Consultant (L), NTCP, MoHFW	23063986
10	Sh. Anand Kr. Panjiyar, STA, NTCP, MoHFW	23063986
11	Ms. Bibha Tiwari, DEO	23063986
12	Ms. Poonam Kumari, DEO	23063986
13	Mr. Devi Dass, MTS	23063986
14	Mr. Subodh Khanduri, MTS	23063986

Annexure B

Financial Year	Budget Estimate (BE)	Revised Estimate (RE)	Expenditure
2007-08	40.00	29.00	13.98
2008-09	30.00	39.00	33.86
2009-10	30.00	17.00	16.67
2010-11	45.00	30.00	29.32
2011-12	50.00	30.93 (FE).	29.61
2012-13	50.00	30.00	10.48

Annexure C**Central Public Information Officer**

Sh. R. S. Negi,
Under Secretary & CPIO,
Ministry of Health and Family Welfare, GoI
Nirman Bhawan, New Delhi – 110 108
Tel: 23012735

First Appellate Authority

Sh. Amal Pusp,
Director & Appellate Authority
Ministry of Health and Family Welfare, GoI
Nirman Bhawan, New Delhi – 110 108
Tel: 23063968